

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES  
NOVEMBER 21, 2016

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: O'Brien, Armstrong, Campbell, Gang, Shaw, Skellie, Hogan

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None.

SUPERVISORS: Henke, Hicks, Moore, Suprenant, Idleman, LaPointe, Shay

Debra Prehoda, Clerk of the Board

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Harrison Steves, Supt. Bldgs. & Grnds

Laura Chadwick, Real Property Director

Karen Pratt, IT Director

Stephanie Lemery, County Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – October 24, 2016
- 3) Department Requests/Reports:
  - A. Buildings & Grounds – Monthly Updates
  - B. Real Property
    1. Online Auction Update
    2. NYSAC – County Directors Winter Conference – Jan. 31 – Feb. 1, 2017 @ Hotel Indigo
  - C. Information Technology
    1. Veterans Software Selection/Budget Appropriation
    2. Project Update
- 4) Other Business
- 5) Adjournment

Chairman O'Brien called the meeting to order at 10:00 A.M.

A motion to accept the minutes of the October 24, 2016 meeting was moved by Mr. Campbell seconded by Mr. Gang and adopted.

**BUILDINGS & GROUNDS** – Harrison Steves, Superintendent of Buildings and Grounds, addressed the following items with the committee:

- Monthly Updates:
  - Main circulating pump project is complete. The three pumps they were going to put on the boiler would not benefit us that much. The system worked before without them and he could not see spending the money.
  - WIC waiting room renovation is complete.
  - Two new monitors and speakers installed at the Law Center.
  - Main sewer lines at Law Center cleaned every fall and the pump pit was pumped out.
  - Starting DPW work fixing lights, heat problems and such at Highway Barns
  - Cooling towers flushed and drained (was a 2-3 day process) and chemical pumps flushed. This process takes quite a while to complete. State reporting is required with these towers and contracted for that service.
  - Electrical problem at the Law Center Friday, 1600 amp breaker would not reset with fire alarm activation.
- Superintendent is retiring in ten or eleven months and will need to look for a successor.

**REAL PROPERTY** – Laura Chadwick, Director, addressed the following items with the committee:

- Online Auction Update – The two County-owned parcels for sale in Fort Ann are on the Auctions International website. As of this morning, there is a bid on Lot #1 for \$8100 and Lot #2 for \$6100 and a combined bid of \$50,200. The bids close on December 18<sup>th</sup>.
- NYSAC – County Directors Winter Conference in Albany – Plans to attend the NYSAC winter County Directors conference in Albany and is requesting permission to stay overnight

January 31<sup>st</sup>. The cost is \$115.00 and budgeted for this expense. Permission is required because this is less than the required 60 miles threshold for an overnight stay. A motion to approve overnight stay was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.

- Solar Opt Out – She plans to notify all the Town Assessors that the Board passed the solar opt out and also provide information on what schools and towns have also adopted the solar opt out.
- Exemptions – A Supervisor at the Board meeting mentioned how difficult it is for seniors to afford their taxes. Regarding the aged exemption, there are many towns in Washington County that are not at the same income level as the County. She has data that can be used for comparison if towns want to change to the County level. There are only three towns that equal the county for the aged exemption, Dresden, Hartford and Whitehall.

INFORMATION TECHNOLOGY – Karen Pratt, Director, addressed the following items with the committee:

- Veterans Software Selection/Budget Appropriation – They have been working with the Veterans Office on selecting a software program to enhance their record keeping and also in the future allow them to transmit data to the VA electronically. Several software applications were reviewed and a software program has been identified but there is no funding. In July, \$330,000 was put toward Capital Project #119 in a contingency line and she is requesting to move funding about \$15,000 to a specific line item for that VA software. The following is a breakdown of the software expense: \$4985 software for three users, \$2023 to convert the current data and \$5090 to build server, license and backup. A motion to move \$15,000 for Veterans Office software was moved by Mr. Campbell and seconded by Mr. Gang. The annual maintenance fee is \$997 and the first year is included. In the past IT had developed customized software programs to help departments and now a program is available to allow Veterans to communicate directly with the VA. Discussed that they just added a clerical position and are now purchasing software to assist the office with paperwork. Paperwork can only be filed with the VA by certified individuals. The Director and Deputy Director are sometimes out of the office and clerical assistance would allow information to be gathered and then followed up on. The Treasurer would like to meet with Karen and Chris prior to the Finance meeting and see what projects have been funded or not funded, what we have and where we are going, and report back to Finance. The motion to move \$15,000 for Veterans Office software was moved by Mr. Campbell, seconded by Mr. Gang and adopted.
- Project Update – Updated the committee on projects they have been focused on. Met with DPW and followed up on program instituted in August and moving forward, talked about mobile connectivity in the field, and update for remote barns - trying to do cellular in locations. Sheriff – trouble shooting FE PD and looking to install application with Cambridge PD. Working with Public Safety and Sheriff on CAD. Amicus Attorney upgrades completed and a few new pcs installed. Financial system went live and working with fixed asset conversion. Equipment received for wireless expansion on first floor of Building B. Continue to address cyber security and assisting many departments. It has been a very active month.
- RFP for IT Consultant – Want to look at preparing an RFP for an IT consultant. A motion to get to work on, develop, RFP for IT consultant was moved by Mr. Campbell and seconded by Mr. Armstrong. Discussion. Estimated costs from \$50,000 to \$100,000 and will be funded with capital project monies. Messrs. Hogan, O'Brien, the IT Director and County Administrator will work on developing the RFP for this project. The objective is to development an RFP to do an overview of the IT department to ensure we have the processes and people in place for the next challenges we get. IT is crucial in the future of the County. IT needs to be at the table when decisions are being made on departments getting new software/programs. The RFP will come back to committee for review. Mr. Shaw would like more information on what is a capital

project. The Treasurer will give a complete review of capital projects in January. The IT Director stated there are instances where an off the shelf application will work but there are some applications at the County where a local home grown application is all that is needed. An off the shelf application will not work everywhere. The motion to get to work on, develop, RFP for IT consultant was moved by Mr. Campbell, seconded by Mr. Armstrong and adopted.

**OTHER BUSINESS:**

Budget Amendment – The County Administrator previously requested to use \$70,000 of casino licensing fee monies toward upgrading the access control system in the building, FOBs. He has a quote to replace all systems, currently have five systems, with one system that will control all access. A motion to amend budget moving \$70,000 Capital Project contingency funds to a line item to move forward with upgrading access control system in the building and forward to the Finance Committee for consideration, was moved by Mr. Hogan, seconded by Mr. Gang and adopted.

The Treasurer reported that since 2014, he has been working with an attorney on an estate of a resident at Pleasant Valley that passed away and owed us some money. The resident was a Swedish citizen that worked for the UN. Reported that we have recovered at least \$20,000 from the estate and looking for another potential \$70,000 with an 80/20 chance of getting that. This was not on the books for PV because they had written off the expense. This does not cost the County only the Treasurer's time; any expense comes out of the estate money collected.

Local Development Corporation – Mr. O'Brien reported that an LDC building in Whitehall has an offer on the property and advised Supervisors not to talk to with the owner/loan recipient about the offer.

EXECUTIVE SESSION: A motion to enter an executive session to discuss the appointment of a specific person was moved by Mr. Hogan, seconded by Mr. Campbell and adopted. A motion to return to regular session was moved by Mr. Hogan, seconded by Mr. Gang and adopted.

Chairman O'Brien stated start the test process for the position of Superintendent of Buildings and Grounds. He mentioned bringing someone on board prior to the Superintendent retiring to shadow that position gaining some experience. The Superintendent stated the person would need to know something about heating, cooling and basically everything building maintenance involved. Mr. Campbell would like a list. There could be items not included in the job description. Chairman O'Brien recommends the Superintendent sit down with the Personnel Director to review the job description, have the Personnel Director order the test and look into having someone shadow the Superintendent position.

The Personnel Director joined the meeting. This is a Civil Service competitive position. She has ordered an exam and hopefully will have a test prior to his retirement. She stated what could be done is advertise the position and post it, get applicants and hire provisionally and would have to take the test. A motion to start the process of creating a Deputy Superintendent position and forward to Personnel for consideration, job description and advertising, was moved by Mr. Gang, seconded by Mr. Hogan and adopted.

A motion to adjourn was moved by Mr. Shaw, seconded by Mr. O'Brien and adopted. The meeting adjourned at 11:26 A.M.

Respectfully submitted,

*Debra Prehoda, Clerk, Washington County Board of Supervisors*